

Date: Thursday, April 21st, 2016

Place: 19550 SW 90th Ct. Tualatin, OR 97062

Members Present: Donna, Jody, Brittany, Carrie, Karen, Brent, Melissa, Jeff, Caitlin **Members Absent:** Jason, Ian

Guests: Beth Hudson, Greg Lawrence

Call to order: Donna called to order the regular meeting of the Board of Directors at 6:38pm on Thursday, April 21st, 2016 at MITCH Charter School.

Changes to Agenda: No PSO update, PSO update removed from agenda. Add approving IT Access Policy sent out Tuesday to agenda. Motion made by Donna to amend agenda as stated above. Carrie seconded the motion. All voted in favor.

Agenda approval: *Motion made by Carrie to approve the agenda.* Seconded by Jody. All vote in favor.

Board Minutes Approval: March minutes presented and reviewed. Donna adds that Caitlin Blood and Brittany were present to March board meeting. Betsy Hammond noted as reporter not columnist. Mr. Simmons noted as teacher. *Motion made by Donna to amend minutes for the March 2016 regular board meeting.* Ian seconded the motion. Jody adds to correct Neighbors Nourishing Communities name. All voted in favor. Jeff abstains. Motion carries.

Public Comment: no public comment

Director Update: Melissa gives the director update. Packets have been sent out to new families. There is a wait list for 7th and 8th grade. MITCH has a full house for next year with 51 new families. There is an open house/New Family Night on the approaching Monday. Wednesday the 20th was principal for a day with the Anderson Triplets. Now looking into lunch program for next year. Fresh and Local may be an option. Tomorrow is Professional Development Day, and NWEA is coming to school to show teachers how to set goals from collected info. A long term substitute has been hired for Kinder A. Ali Palmer starts Monday. We will need to fix the potholes in the playground, as well as the HVAC smoke detectors on the roof, and the transformer. We have begun the Smarter Balance program, but run into wifi issues. The internet slows down with 31 chrome books. Melissa would like hot spots to be installed, but says fiber optics are cost prohibitive. The quotes to improve the internet connection are taking longer than she would like. She will send quotes to Jody and Ian. All quotes she is collecting are not-for-profit rates.

Middle School Update: Donna, Karen and Melissa met with TTSD board to ask for 20 students and to expand school to second building. Under further review, Melissa feels that MITCH is better prepared to reevaluate space that we currently occupy and ask district for 20 students at charter renewal. ADA certification is a focus. Further evaluation will be conducted on how to integrate STEAM into MITCH curriculum.

Approving March Financials: Balance sheet, budgeted v. actuals, composition of ending fund balance provided by Karen. This is the report that is going to the district. Melissa is meeting with Oregon Health to address prepaid insurance. Net income is slightly lower than projected due to teacher salary increase. Will ask Strictly Accounting to do our bookkeeping for Karen to review and bring to board for review. *Karen makes a motion to approve March 2016 Financial Statements and send to TTSD.* Seconded by Jody. All vote in favor.

Approve 2016/17 School Calendar: MITCH is trying to line up our school schedule with the TTSD schedule. 186 instructional days means the school year has been increased by 17 days from 2015/16. *Donna makes a motion to approve the 2016/17 calendar as presented by Melissa.* Seconded by Carrie. All approve.

Choose Branding Proposal: Brittany reviewed two branding proposals via phone. Edge Graphics Co. and O'Johnson Partners. Given our timeframe and budget, O'Johnson Partners seems to meet our needs best. Good quality of work. *Caitlin made a motion to approve O'Johnson Partners as MITCH branding consultant.* Seconded by Karen. Jody Abstains. Motion carries.

Approve Volunteer Policy: PSO input and enthusiasm toward new volunteer requirement. *Jeff makes a motion to approve the volunteer policy.* Donna seconds. All approve.

Approve IT Access Policy: *Jeff makes a motion to approve the new IT access policy.* Donna seconds. Discussion: Jody suggests regarding Help Counter that we make the policy more inclusive to other online applications. Suggests to include a paragraph about Help Counter access. *Motion withdrawn.*

Discuss 2016/17 Budget: Budget is proposed for 250 students. MITCH will need to add another kindergarten teacher. Currently looking for Agricultural Coordinator. Karen suggests to put the teacher salaries as their own line item. *Karen motions to approve the budget, acknowledging that the format will change, but none of the information.* Jody seconds. Discussion: Melissa is interested in making biennium budget. Motion carries.

New Pace Trust Document: Jeff asks if we need PACE, or is there a better option to seek out. Melissa will do research on it. Our signature is due June 30th.

Evaluation Process for Melissa: This committee of three will provide feedback, criteria and evaluation for Melissa. Ideally the Chair plus two directors. *Donna makes a motion that an evaluation committee is formed.* Discussion: Melissa would like to finish evaluation process by June. We will vote on it at the special session. Jody seconds. Jeff thirds. Motion carries.

Public Comment: None.

Motion to adjourn made by Ian. Seconded by Donna. Thirded by Karen. All vote in favor.

Minutes Submitted by:

Caitlin Blood, Director